



# Request for Proposals

## Professional Services

### Statewide On-Call Preliminary Engineering (PE) Services for State Recreation Road and Local Federal-aid Projects

February 2015

#### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for **Statewide On-Call PE Services for State Recreation Road and Local Federal-aid Projects**. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at <http://www.transportation.nebraska.gov/rfp/>.

All consultants interested in doing work for the NDOR must review the NDOR's [IDIQ Master PE Agreement](#) template, [PE Task Order Agreement](#) template, and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant agrees to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance Acord](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide professional engineering services to the NDOR and LPA in the preparation of construction plans for state recreation road and local federal-aid projects on an as needed basis. The selected Consultant(s) will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

#### BASIC SCOPE OF SERVICES

Standard Work Categories anticipated on this project are:

- 103 Traffic Operation Studies
- 104 Traffic Operation Design

- 106 Highway Design – Minor (Rural and Urban)
- 107B Bridge Design - Minor
- 202 Engineering Surveying
- 204 Land Surveying
- 205 Materials Testing
- 206 Bituminous Design
  - A. Surfacing and B. Resurfacing
- 207 Geological Studies
- 209 Hydraulic and Hydrologic Studies
- 210 Right of Way Design (includes land ownership research, ROW plans, legal descriptions / plats)
- 211 Public Involvement

Information regarding the [Standard Work Categories](#) can be found on NDOR's website. Projects considered under this RFP include, but are not limited to, the following;

- Off Sys Bridge (BRO)
- Safety (HRRR/HSIP)
- Transportation Alternative (TAP)
- MAPA and LCLC Projects (expected to include simpler overlay, panel replacement and bridge projects, more complex projects, typically requiring an EA, would be advertised in a RFP)
- State Rec Road (SRR)

The services described under the Standard Work Categories listed above are anticipated for these projects. Projects included under this RFP may require a Categorical Exclusion document, which will be performed by an on-call firm for this service. Projects requiring, or anticipated to require, an EA or EIS will be advertised in a project specific RFP.

Design projects will utilize [Board of Classifications and Standards – Minimum Design Standards](#), to perform preliminary and final design on the local project types listed above.

Projects requiring the production of plans for letting must use GEOPAK Civil Design Software and the Microstation CAD platform, and follow the NDOR's drafting procedures, guidelines, and file naming convention. Projects may require the preparation of a 3D model using the Roadway Designer application within GEOPAK.

The primary services to be provided by the selected consultants for On-Call PE include the management of overall project development and the preparation and submittal of Plans, Specifications, and Estimates (PS&E). This includes providing necessary project information and details, in a timely manner, to other consultants or NDOR staff providing NEPA services. Support services may be provided by NDOR when necessary to achieve schedule and budget requirements.

The On-Call PE Firm will be the Coordinating Professional, as defined in Neb. Rev. Stat. § 81-3437, for all services prepared as a result of this Request for Proposals.

On federally funded projects, the On-Call PE Consultant's roadway design will be accomplished in close coordination and cooperation with the Environmental Specialists

assigned to the project (either NDOR personnel or an assigned Environmental Services Consultant) to assure the National Environmental Protection Act (NEPA) process is followed accurately and completely during the design process. Certification as a NEPA consultant is not required for the On-Call PE Consultant's services; however the consultants understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

### DETAILS

It is anticipated that a minimum of six (6) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term with an optional two-year renewable term will have a guaranteed contract minimum value of \$500 per term with a maximum value of \$1,000,000 per term. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$250,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Maximum Not To Exceed (Cost Plus Variable Fee).

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.***

A minimum of eight (8) consultants will be short-listed for interviews. The evaluation criterion to be used for the short-listing and final selection is outlined below.

### EVALUATION CRITERIA

#### Short List (100 pts)

##### 1. Qualifications (50 pts)

- a. Qualifications of the project manager and key team members to perform the work.
- b. Consultant's demonstrated capacity to manage projects to successful NEPA compliance, and manage project teams with multiple disciplines and consultants.
- c. Computer capability of the consultant; Geopak design and MicroStation CAD platform.
- d. Qualifications and capability of key subconsultants. Consultants having in-house capabilities to provide all or most services as requested in the RFP is preferred.
- e. Expertise of consultant's design team with 3R, New and Reconstruction, Bridge Replacement, and Trail/Sidewalk projects.
- f. Successful completion of comparable projects and services by the Consultant.
- g. Knowledge of applicable publications governing design processes and standards for the standard work categories and types of projects identified above.

- h. Knowledge and familiarity with the NEPA process and adhering to the purpose and need of the project.

**2. Performance Data (25 pts)**

- a. Performance evaluations by NDOR regarding the work of the Consultant.
- b. Adherence to applicable standards and completeness of previous plan submittals to NDOR.
- c. Project schedule adherence on previous projects with NDOR.
- d. Professional working relationship with NDOR staff on previous projects.
- e. If consultant has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

**3. Understanding of the Project Types (25 pts)**

- a. Consultant has demonstrated understanding of the key elements of the design and complete management and delivery of 3R, New and Reconstruction, Bridge Replacement, and Trail/Sidewalk projects.
- b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.

**Final Selection (100 pts)****1. Qualifications (25 pts)**

- a. Qualifications of the project manager and key team members to perform the work.
- b. Consultant's demonstrated capacity to manage projects with successful NEPA compliance, and manage project teams with multiple disciplines and consultants.
- c. Computer capability of the consultant; Geopak design and MicroStation CAD platform.
- d. Qualifications and capability of key subconsultants.
- e. Expertise of consultant's design team with 3R, New and Reconstruction, Bridge Replacement, and Trail/Sidewalk projects.
- f. Applicability and relevance of comparable projects provided by the Consultant.
- g. Knowledge of applicable publications governing design processes and standards for the standard work categories and types of projects identified above.
- h. Knowledge and familiarity with the NEPA process and adhering to the purpose and need of the project.

**2. Ability to Perform the Work (25 pts)**

- a. Consultant demonstrated they have adequate staff available to complete the contracted project(s) in the required time frame.

- b. Consultant demonstrated their subconsultants are available to complete the work in an acceptable time frame.
- c. Consultant has demonstrated how the new work will fit within the context of their existing workload, both with NDOR and other clients.

### 3. Quality of Interview (25 pts)

- a. Consultant's interview was clear and concise.
- b. Consultant addressed evaluation factors and covered design issues adequately.
- c. Consultant answered committee questions logically and thoroughly.

## SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	February 18, 25, March 4	
Last Day Updates to RFP may be posted	March 4	5:00 PM
DR Form 497 on File at NDOR	March 4	5:00 PM
Drug-Free Workplace Policy at NDOR*	March 4	5:00 PM
Proposals Due	March 11	5:00 PM
Post Short-List Consultants	March 25	5:00 PM
Interviews	April 6	TBD
Post Final Selections	April 9	5:00 PM

\* Please submit the Drug-Free Workplace Policy separate from the response to this RFP. The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal.

## IDIQ ORDERING PROCEDURES

When ordering specific on-call design services the NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The NDOR will consider the consultants qualification, experience, past performance and location.

1. NDOR will request design services in accordance with [48 CFR 16.505](#) in order to:
  - a. Ensure that all selected consultants have a fair opportunity to be considered for each task order.
  - b. Provide for minimum task order requirements specified in the RFP.
  - c. Maintain an even distribution of work among the selected consultants.
  - d. Consider the potential impact on the other orders placed with the consultant.
  - e. Match design services with selected consultants unique qualifications.

2. Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:
  - a. Detailed scope of work
  - b. Detailed description of deliverables
  - c. Description of performance/quality measures
  - d. Timeline for delivery of services
3. Order Limitations Clause as stated in [48 CFR 52.216-19](#):
  - a. Minimum Order: When the NDOR requires services covered by the Master Agreement in an amount of less than \$5,000, the NDOR is not obligated to purchase, nor is the consultant obligated to furnish, those services under the Master Agreement.
  - b. Maximum Order: The consultant is not obligated to honor:
    - i. Any order for a single item in excess of \$250,000 or
    - ii. Any order for a combination of items in excess of \$1,000,000 per term.
  - c. Notwithstanding the Minimum and Maximum Order paragraphs above, the consultant shall honor any order exceeding the maximum order limitations, unless that order (or orders) is returned to the ordering office within 7 days after issuance, with written notice stating the Consultant's intent not to provide the services called for and the reasons. Upon receiving this notice, the NDOR may acquire the services from another consultant.

## **INSTRUCTIONS**

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

***Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402)479-4778.***

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information. No updates will be posted after **March 4, 2015**. Other relevant information on NDOR's web site includes the following:

1. [Master IDIQ Agreement for PE Services](#)
2. [Insurance Requirements for Professional Service Providers](#)
3. [Drug Free Workplace Policy Example](#)
4. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#)

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to **Wednesday, March 4, 2015**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to **Wednesday, March 4, 2015**.

## **SUBMITTAL OF PROPOSALS**

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Sub-consultants (if applicable), and title of project/service.
2. A letter of interest not to exceed one (1) page.
4. Organizational Chart not to exceed two (2) pages.
5. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each sub-consultant. A separate DR Form 498 must be submitted for each sub-consultant to be used. This information should emphasize Federal-aid preliminary engineering projects contracted with the consultant in the last five years using staff currently employed by the submitting consultant.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

Six (7) copies of the submittal must be sent to the following:

Consultant Services Engineer  
Nebraska Department of Roads

Planning and Project Development Division  
1500 Highway 2, PO Box 94759  
Lincoln NE  
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic version of the Consultant's proposal is not a submittal requirement. However, those consultants short-listed will be required to submit an electronic copy of their proposal in PDF format.

***All information must be received by 5:00 p.m. on Wednesday, March 11, 2015. No exceptions to this deadline will be given.***

## **INTERVIEWS**

The short-listed consultants will be notified by telephone of the interview time and duration. Interviews will be capped at 20 minutes max, followed with 5 minutes of questions by selection committee members and answers by the consultant.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website by 5:00 p.m. on Wednesday, March 25, 2015.

The NDOR's selection committees will conduct interviews with the short-listed consultants on Monday, April 6, 2015, at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska.

Upon completion of all the interviews and Director-State Engineer approval, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by 5:00 p.m. on Thursday, April 9, 2015.

Randall D. Peters, P.E.  
Director-State Engineer  
Nebraska Department of Roads

*EQUAL OPPORTUNITY EMPLOYER*